



OOD  
PM 21-07

Effective: December 10, 2020

To: All of EOIR  
From: James R. McHenry III, Director  
Date: December 10, 2020

## **ANNOTATING ADJOURNMENT, CALL-UP, AND CASE IDENTIFICATION CODES**

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<b>PURPOSE:</b>	Sets forth updated adjournment, call-up, and case identification codes used to track the case hearing process.
<b>OWNER:</b>	Office of the Director
<b>AUTHORITY:</b>	8 C.F.R. § 1003.0(b)
<b>CANCELLATION:</b>	Policy Memorandum 20-08

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EOIR continually reviews its adjournment, call-up, and case identification codes and updates or modifies those codes as circumstances warrant. This Policy Memorandum (PM) rescinds PM 20-08, *Definitions and Use of Adjournment, Call-up, and Case Identification Codes*, dated February 13, 2020, and sets forth updated codes used to track the case hearing process.

Adjournment, call-up, and case identification codes are used primarily for tracking case information in the Case Access System for EOIR (CASE) (or any successor case management system). An Immigration Judge is responsible for making the reason(s) for any adjournment or call-up date clear on the record. In all cases, the Immigration Judge should annotate the case worksheet on the left side of the Record of Proceedings (ROP) with the corresponding adjournment code or call-up code or note the appropriate code(s) in the EOIR Courts & Appeals System (ECAS) electronic ROP (eROP). Court Administrators and court staff are responsible for accurately entering each adjournment code and call-up code into CASE, as well as any applicable case identification code.

Immigration Judges, Court Administrators, and immigration court personnel are expected to be familiar with the appropriate use of codes contained in this PM. Intentional or repeated negligent use of a code not only affects the integrity of EOIR's data but also may result in corrective action. The Assistant Chief Immigration Judge (ACIJ) for each immigration court is responsible for ensuring that the codes are both used appropriately and entered accurately into CASE, and each ACIJ is encouraged to review this PM with Immigration Judges, Court Administrators, and court personnel accordingly.

This PM is not intended to, does not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person. Nothing herein should be construed as mandating a particular outcome in any specific case.

Please contact your supervisor if you have any questions.

## Adjournment Codes with Definitions

<u>Code</u>	<u>Reason</u>	<u>Definition</u>
*01	Alien to Seek Representation	Adjourned for alien to seek representation.
1A	Case Transferred From Non-Detained to Detained Docket	Adjourned because the case was transferred to a detained docket.
1B	Case Transferred From Detained to Non- Detained Docket	Adjourned because the case was transferred to a non-detained docket.
*02	Preparation – Alien/Attorney/Representative	Adjourned to allow alien/attorney/representative time to prepare the case.
03	Preparation - DHS	Adjourned to allow DHS time for case preparation or to cover other DHS- requested continuances not included on this list.
3A	IJ Detail	Adjourned because the IJ was unavailable due to volunteer detail.
04	DHS or DHS Administrative File Unavailable for Hearing	Adjourned because DHS does not have the A-File available.
4A	Technical Malfunction (not video)	Adjourned due to non-video technical malfunction.
4B	Interpreter Must Leave	Adjourned due to interpreter departure from hearing.
4C	Interpreter Appeared but Wrong Language or Dialect	(EOIR-related) Adjourned because the wrong interpreter appeared due to court error.
4D	Interpreter Appeared but Wrong Language or Dialect	(Alien-related) Adjourned because the wrong interpreter appeared after the respondent's representative provided the wrong language or dialect to the court.
4E	ROP Missing	Adjourned because the EOIR ROP is not available for the hearing.
4F	Telephonic Interpreter Unavailable	Adjourned because the immigration judge was unable to obtain an unscheduled telephonic interpreter
5A	Hearing Advanced by Motion	Adjourned because an earlier hearing has been scheduled following a motion.
5B	Late Filed Evidence (Alien)	Adjourned because the court accepted late-filed evidence from the respondent and needs additional time for file review.
5C	Late Filed Evidence (DHS)	Adjourned because the court accepted late-filed evidence from the government and needs additional time for file review.
*7A	DHS Application Process - Alien Initiated	Adjourned to allow the adjudication of an application pending with DHS.
*8A	IJ Completion Prior to Hearing	Adjourned because IJ completed case prior to the scheduled hearing.
*8B	IJ Completion at Hearing	Case was completed at the hearing.
09	Alien in Custody (DHS/HHS/IHP) Not Presented	Adjourned because the custodian did not bring the alien to a scheduled hearing.

9A	Docket Management (Postpone Hearing)	Hearing postponed by EOIR for docket management reasons.
9B	Docket Management (Advance Hearing)	Hearing advanced by EOIR for docket management reasons.
10	Notice Sent/Served Incorrectly	Attorney and/or alien does not appear at the scheduled hearing due to a lack of notice.
*11	Other No-Show by Alien/Alien's Attorney or Rep.	Adjourned because an alien and/or his or her attorney/representative does not appear at a scheduled hearing for any reason except those considered by adjournment codes 09 and 10.
*12	Other Alien/Alien's Attorney/Representative Request	Adjourned at the request of an alien/alien's attorney/representative for a reason that is not covered in this PM.
13	Insufficient Time to Complete Hearing	Adjourned because the case could not be completed in the time allotted.
17	MC to IC - Merits Hearing	Adjourned from a Master Calendar to an Individual Calendar for a merits hearing, including a hearing on any contested charges.
*21	Supplement Asylum Application	Adjourned to file additional attachments or updates to a previously filed Form I-589.
25	To Allow for Scheduling of Priority Case	Adjourned to allow for space to set a time-sensitive case.
*26	Alien Request for an In-Person Hearing	Telephonic/televideo hearing adjourned due to a request by alien for an in-person hearing.
27	DHS Request for an In-Person Hearing	Telephonic/televideo hearing adjourned due to a request by DHS for an in- person hearing.
28	IJ Determined an In-Person Hearing is Necessary	Adjourned because IJ determined that an in-person hearing is necessary.
*30	Consolidation with Family Members	Adjourned to allow immigration court to consolidate a family under a lead alien number.
31	RC to SC Merits Hearing	Adjourned from a Reasonable Cause to a Special Circumstances Merits Hearing in a continued detention review case. Occurs after a final decision by the IJ or the BIA has determined that DHS met the burden to show reasonable cause to proceed with a merits hearing.
32	Interpreter Not Ordered	Adjourned because the case requires an interpreter but none was ordered.
33	Interpreter Ordered, but FTA	Case adjourned because the ordered interpreter failed to appear.
34	IJ Leave	Adjourned because the presiding IJ is on leave and no other IJ was available to hear the case.

*36	Alien Delayed Records/Fingerprint Check	Adjourned to allow alien time to complete the required paperwork for a biometrics check or an overseas investigation.
37	DHS Action	Adjourned to allow DHS time to complete investigations, including biometrics/fingerprint checks, and forensic analysis.
*38	Illness of Alien/Atty Rep/Witness	Adjourned due to severe and legitimate illness of alien, attorney or representative, or alien's witness.
*42	Alien Requested Forensic Analysis	Adjourned by request of alien for forensic analysis.
44	Cooperating Witness/Law Enforcement	Adjourned because alien is a cooperating witness or law enforcement has an interest in the alien.
*45	Joint Request of Both Parties	Adjourned at the request of alien/attorney/representative and government representative.
46	Video Malfunction	Adjourned due to malfunction of video equipment.
47	New Charge Filed by DHS	Adjourned because of newly-filed charge by DHS.
48	Interpreter Appeared but Disqualified	Adjourned because contract interpreter appeared but disqualified by IJ.
50	Quarantine - Detained Cases	Adjourned because of alien quarantine for illness outbreak in detention facility.
*52	Jurisdiction Rests with the BIA	Adjourned due to alien filing certain appeals or motions causing jurisdiction to shift from the court to the BIA.
*54	Alien Claim to U.S. Citizenship	Adjourned because alien claims to be a U.S. citizen.
59	Court Closure/Postponement	Adjourned due to unscheduled court closure (weather, safety, environmental factors, a federal government shutdown) or docket postponement.
60	EOIR Forensic Competency Evaluation	Adjourned to allow a forensic competency evaluation to be conducted.
61	Appointment of Qualified Representative	Adjourned to allow for the appointment of a qualified representative for the alien.
62	Judicial Competency Inquiry	Adjourned and set for a judicial competency inquiry at a subsequent hearing.
63	Non-Franco Competency Inquiry	For non-Franco cases, adjourned and set for competency inquiry at a subsequent hearing.
64	IJ Reassignment	Adjourned because the IJ was reassigned due to recusal, transfer of case, separation from service, etc.

99	Data Entry Error	Hearing date entered in error and cannot be corrected. (CASE users only)
9V	Vacated Master Calendar Hearing	Hearing vacated because a notice of entry of appearance, Form EOIR-28, was filed more than fifteen days before the initial master calendar hearing.
RD	Reserved Decision Suspension/Cancellation	Adjourned for reserved decision on suspension or cancellation.
RR	Reserved Decision	Adjourned for reserved decision.
TQ	Placed in Trial Queue	Case reviewed for readiness and placed in trial queue.

\* These codes will stop the EAD Clock until the next hearing.

### Call-up Codes

<u>Code</u>	<u>Description</u>
DD	Decision of the IJ is delayed due to extenuating circumstances during a continued detention review hearing
IA	Interlocutory appeal filed by DHS to appeal the denial of a motion for protective order
MR	Pending IJ response to motion or request - motion for change of venue; motion for termination; request for continuance, etc.
RA	Relief applications
RC	DHS to provide records checks
SR	Pending State Department response to Asylum Application
WP	Written pleadings

### Case Identification Codes

<u>Code</u>	<u>Description</u>
4M	NTA Not Filed Within 120 Days of EPRD
CD	Civil Detention Hearing
EM	Electronic Monitoring
FL	Franco Litigation
PB	EOIR Pro Bono Representation
PO	Protective Order
SR	Stipulated Removal
SX	Stipulated Removal Order - Denied